

SUPPLEMENTAL INFO REGARDING SF 330

For the entire SF 330:

1. Use Font type Arial, Font size 9
2. Only use single sided pages. (Except item No. 2 under Section E below)
3. Part II of the SF 330 is not included towards the overall page count of the SF 330

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

Section A. CONTRACT INFORMATION

Item 2. Public Notice Date: Posted Date in the FedBizOps (under General Information)

Item 3. Solicitation or Project Number: Solicitation Number in the FedBizOps (under General Information)
Example: FEDBIZOPS-00-000-000

Section E: RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

1. Limit Resumes to 1 page for each employee.
2. Required to submit resumes of all key personnel.
3. Optional to provide an organizational chart on the backside of the preceding page of an employee's resume. The employee's name on the organizational chart can be color coded (highlighted). The organizational chart on the backside of the preceding page will not be counted towards the total page limit.

Section F: EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT.

1. Limit example projects to a maximum of 10 projects.
2. Page limitation of Section F is 10 pages.

Section H: ADDITIONAL INFORMATION

1. Performance evaluations of relevant projects performed under non-governmental agencies should be shown in Section H. Also, Letters of recommendation's, Awards, etc. of relevant projects of non-governmental agencies are to be shown in Section H.

2. Quality Management Plans should be indicated in Section H.

PART II – GENERAL QUALIFICATIONS

General:

1. If the prime firm is a Joint Venture, the following is required:
 - a) Submit Part II of the Joint Venture team (only if the JV team is already established prior to the issuance of the synopsis) or
 - b) Submit an individual Part II of each firm of the Joint Venture
2. Each Branch office of the prime firm and the sub-consultants are required to submit an individual Part II
3. A-E firms must have a DUNS number and be registered in System for Award Management <https://www.sam.gov/portal/SAM/#1>

OWNERSHIP

Item b. SMALL BUSINESS STATUS

1. Indicate type of small business and the North American Industry Classification System (NAICS) code.